

VACANCY ANNOUNCEMENT

August 16, 2006

Librarian 3

Full time

Public Services/Youth & Branch Services/Alma Powell Branch

SCOPE OF RESPONSIBILITIES

- To assist patrons at public services desks
- To instruct patrons in the use of Internet and electronic databases
- To oversee Branch library operations on a day to day basis
- To train and supervise Branch staff
- To use the library's Mission Statement as a guide to delivery and development of Branch service
- To develop and maintain children's, teen, and adult print and non-print collections
- To develop, conduct, and evaluate Branch public programs for children, teens and adults
- To assist the Department Head in collection and program development
- To serve as a liaison with community groups and conduct a variety of outreach activities
- To participate in departmental meetings, library-wide committees, training opportunities, and perform other duties as assigned

MINIMUM QUALIFICATIONS

1. Masters degree from a ALA accredited library school with coursework in public library service; children's literature or reading guidance for children; storytelling; library service to children, young adults and at-risk populations
2. Two years of successful public library work
3. Possession of a strong public service attitude
4. Ability to perform reference and reader advisory work
5. Ability to instruct patrons in the use of Internet and electronic databases
6. Ability to oversee Branch operations: develop and implement procedures, coordinate projects, and bring work to a successful completion
7. Ability to supervise and lead others
8. Ability to develop and maintain children's, teen, and adult print and non-print collections
9. Ability to plan and conduct public programs and special events, good storytelling ability
10. Ability to establish external contacts on behalf of the library
11. Ability to communicate orally and in writing to a diverse population and to work in a limited space cooperatively and effectively in a team setting
12. Ability to work comfortably with automated systems and equipment

DESIRABLE QUALIFICATIONS

1. Ability to relate to patrons of all ages and backgrounds
2. Interest in and awareness of initiatives and activities in the Douglas Community Center, the Northside Neighborhood, Alamo Hills, West Main/Douglas areas

SALARY RANGE/BENEFITS

\$48,022 (Entry Level) - \$58,868 Benefits include fully paid medical, dental, vision, life insurance, and retirement; paid holidays, sick leave, and vacation days

SCHEDULE

Full time, Schedule to be determined

AVAILABLE

Fall 2006

Application, cover letter, and resume required

Applications available in Administrative Services or at www.kpl.gov under "About the Library"

Send completed applications to Chris Price in Administrative Services

Deadline: Wednesday, September 20, 2006 (5:00)